

Vendors must have an active, approved master contract under the SITE program and be approved in the category or categories listed in the RFO document in order to respond to and RFO. Vendor is responsible for reading all addenda associated with the RFO.

# IT Professional Technical Services

## SITE Program

**T#:14ATM**

**Request for Offers (RFO)**

**For Technology Services  
Issued By**

**The Office of MN.IT Services (MN.IT) in conjunction with The Minnesota Department of Public Safety , Bureau of Criminal Apprehension (BCA), Minnesota Justice Information Systems (MNJIS)**

**Project Title: Criminal History System (CHS) Project**

**Categories: Quality Assurance – up to two positions.**

### **Executive Summary**

The Criminal History System Replacement Project (CHS) is a multi-year project to replace, update and modernize the capabilities currently performed by the current Computerized Criminal History (CCH) system. The project deliverables encompass the needs of several stakeholders including but not limited to the Bureau of Criminal Apprehension (BCA) staff and customers, Courts, Corrections, law enforcement agencies, the FBI and the citizens of the State of MN.

### **Business Need**

Quality Assurance (QA) is a major component of any software development project. The BCA sponsor and project teams want to ensure that all product deliverables meet the desired functionality at a high standard. The resource needs to have:

- Experience in data conversion to help ensure a smooth transition of all historical criminal history data;
- Regression and integration testing experience to help ensure that changes in a new version of the software do not negatively affect previously approved code and to ensure that integrations to other systems continue to work as expected;
- One position requires experience leading the QA effort in an agile work environment to help define agile QA processes on this team, and ensure that the team is effectively sharing the work with the off-site vendor QA resources.

Maintaining resource continuity is important for project team effectiveness.

**The lead position is expected to be hired immediately. A second position may be filled within 30 days.**

## **Project Deliverables**

The Criminal History System project effort includes:

- Data conversion from the existing CCH;
- Data synchronization and integrity;
- Integration with several existing BCA services and systems;
- Implementation of several business processes;
- Appropriate dissemination of information.

The QA resource will be evaluated at the completion of each successful sprint. The authorized representative, in consultation with the project manager, will sign off on each sprint based on the following performance expectations by the QA:

Did the QA resource -

- Create acceptable test scenarios;
- Ensure completion of user stories;
- Execute tests and track test results;
- Ensure validity of data conversion results.

## **Project Milestones and Schedule**

- CHS Project is currently underway. The project schedule is approximately 40% complete;
- A long-term engagement is sought for the large data conversion effort, integration and functional testing;
- The project is anticipated to be complete in late 2017;
- Sprints are 4 weeks long; 13 sprints in a calendar year.

## **Project Environment**

The CHS Project has approximately 30 team members, divided almost equally between a contracted off-site development vendor (Boeing) and onsite BCA/MN.IT staff. The BCA team includes both full time staff and contracted resources. The team consists of project managers, business analysts, developers, QA testers, technical writers and subject matter experts. Internal project leads and project manager oversee all project goals and deliverables and provide oversight to the work of contracted resources. The project is managed using Agile/Scrum methodology. These position(s) are new.

## **Responsibilities Expected of the Selected Vendor**

For security reasons, the individual selected must provide services on site at BCA Headquarters, located at 1430 Maryland Avenue East, St. Paul, Minnesota. Contractor must be available during regular business hours, between 7:00 a.m. and 6:00 p.m., with availability to the team during core working hours between 9:00 a.m. and 3:00 p.m. Exceptions must be approved by the BCA. Vendor may invoice for sprints successfully completed. The services are anticipated to be needed from April 2016 through December 2017.

The individual must first pass a full criminal background check, including fingerprints. The background investigation and fingerprinting will be conducted by the BCA, and the BCA reserves the right to decline any contractor's staff accordingly. The individual selected will be required to complete and submit the Background Investigation forms to the BCA within a prescribed time period. The contractor is responsible for the \$19.75 cost of the background investigation.

## **Mandatory Qualifications (if the following are not meet, the candidate will not be scored)**

### **Required minimum qualifications**

1. Two years of experience testing a complex data conversion project that includes data cleansing and error analysis, processing & logging.
2. Five years (in total) of QA/Testing experience that includes:
  - Web application user interface testing, usability testing, regression testing, and systems integrations testing;
  - Test planning on an agile software development project;
  - Testing web services using SoapUI and UI testing;
  - Test planning, writing test cases, logging/tracking defects, final test reporting;
  - Analysis related to quality control, performance and operability.
3. Three years of demonstrated experience as a tester on a project team using an Agile/Scrum methodology.
4. Five years of experience writing complex SQL statements for use in data analysis.
5. Two years of experience reading, creating, and/or interpreting XML.
6. Two years of experience documenting and executing test cases using a QA tool.
7. Two years of experience as a QA team lead developing and implementing agile/scrum methodology for a QA team.

### **Desired Skills**

1. Experience working with Oracle RDB.
2. Experience working with JIRA.
3. Experience with MarkLogic (NoSQL) database structures.
4. Experience using the Rational Quality Manager (RQM) tool set for tracking test cases.
5. Experience with Automated testing using HP UFT.
6. Performance testing using HP Loadrunner.
7. Web services testing using SOAPUI.
8. Experience working with off-site development teams and remote/virtual teams.
9. Experience working with law enforcement agency criminal history, or other related data.

### **Process Schedule**

Deadline for Questions	04/06/2016, 2:00 PM
Anticipated Posted Response to Questions	04/08//2016, 2:00 PM
Proposals due	04/13/2016, 2:00 PM
Anticipated proposal evaluation begins	04/14/2016
Anticipated proposal evaluation & decision	04/25/2016

### **Questions**

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Joyce Simon  
Organization: MNIT@DPS  
Email Address: joyce.simon@state.mn.us

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

## RFO Evaluation Process

All responses received will be reviewed by the State. Proposals will first be reviewed for responsiveness to determine if the minimum requirements have been met. Proposals that fail to meet minimum requirements will not advance to the next phase of the evaluation. The State reserves the right, based on the scores of the proposals, to interview a short-listing of candidates who have received the highest scores. In the event interviews are conducted, the State reserves the right to adjust the scores given to the written submissions based on additional information derived during the interview process.

The criteria and weighting on which proposal will be scored are:

- Two years of experience and/or 2 or more projects testing a complex data conversion project that includes data cleansing and error analysis, processing & logging 20%
- Two years of experience as a QA team lead developing and implementing agile/scrum methodology for a QA team 20%
- Work with Oracle RDB, SQL query statements, XML 10%
- MarkLogic / NoSQL database structure experience 5%
- Tools: Experience working with JIRA, RQM, HP UFT, HP Loadrunner, SOAPUI 5%
- Experience with off-site development 5%
- Experience with criminal history data 5%
- Cost 30%

**This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.**

## Submission Format – up to 2 resource(s) per company

The proposal should be assembled as follows:

### 1. Cover Page

Vendor Name  
Vendor Address  
Vendor City, State, Zip  
Contact Name for Vendor  
Contact's direct phone/cell phone (if applicable)  
Contact's email  
Resource Name being submitted

### 2. Cover Letter with Overall Experience:

1. Provide narrative, including companies and contacts where your resource has demonstrated the **required and desired skills**. If pass/fail requirements are not met, the State will discontinue further scoring of the proposal. Provide specific detail that highlight the resource's skills.
2. Attach the resume of your proposed resource. Be certain the resume has dates of work and notes whether the resource was an employee or consultant. Each resume must specify the number of years held in each skill set/position and specifically list the minimum qualifications and experience, and any required or desired skills and experience the individual possesses.
3. More than 100 responses have been submitted on similar postings. Make it easy for the reviewers to find the required/desired skills and experience in both the narrative and the resume.

3. **Cost Proposal** must be in a separate document and not listed in any other place in your submission. Document naming convention: <Company Name><Resource Name> <Category> Cost Proposal. Example: ABC Company, John Doe, Analyst Cost Proposal.

### 4. Conflict of interest statement as it relates to this project

### 5. Additional Statement and forms:

**required forms to be returned or additional provisions that must be included in proposal**

- a. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options)  
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
- b. Affidavit of non-collusion  
<http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
- c. Certification Regarding Lobbying (if over \$100,000, including extension options)  
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
- d. Equal Pay Certificate (if proposals exceeds \$500,000, including extension options)  
<http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>

## Proposal Submission Instructions

Vendor is limited to submission of 2 resumes/candidates in response to the Request for Offer(s)

- Response Information:
  - Submit your response to: Joyce Simon
  - email [joyce.simon@state.mn.us](mailto:joyce.simon@state.mn.us)
  - Subject Line for the response: **BCA CHS Project RFO xx < company name>**
  - Submit your response through email with a delivery and read receipt. The State is not responsible for any submissions not received by the closing of this solicitation. Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to [MNIT.SITE@state.mn.us](mailto:MNIT.SITE@state.mn.us) for vendor performance tracking.**

- A copy of the response must also be sent to MNIT Contracts to [Debra.A.Johnson@state.mn.us](mailto:Debra.A.Johnson@state.mn.us)
- You must submit an email with your response or email notification that you will not respond to [MNIT.SITE@state.mn.us](mailto:MNIT.SITE@state.mn.us). Failure to do either of these tasks will count against your program activity and may result in removal from the program.

## General Requirements

### Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

### Liability

#### Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

### Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

## **Conflicts of Interest**

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

## **IT Accessibility Standards**

All documents and other work products delivered by the vendor must be accessible in order to conform to the State Accessibility Standard. Information about the Standard can be found at:

<http://mn.gov/oet/programs/policies/accessibility/>.

## **Preference to Targeted Group and Economically Disadvantaged Business and Individuals**

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at [mmdhelp.line@state.mn.us](mailto:mmdhelp.line@state.mn.us). For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

## **Veteran-Owned Small Business Preference**

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements. 1) The business has been certified by the Department of Administration/Materials Management Division as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d).

Statutory requirements and certification must be met by the solicitation response due date and time to be awarded the preference.

### **Foreign Outsourcing of Work Prohibited**

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

### **Work Force Certification**

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

### **Equal Pay Certification**

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).